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Commander, Navy Recruiting Command

NAVY RECRUITING MANUAL-OFFICER

Prepared for:

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Policy and Programs Division  
Operations Department  
Navy Recruiting Command

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## INTRODUCTION

**000001. AUTHORITY.** The Secretary of the Navy approved the establishment of the Navy Recruiting Command, Washington, D. C., effective 06 April 1971. The Secretary of the Navy approved the establishment of the Navy Reserve Recruiting Command, effective 16 February 1989. Navy Recruiting Command and Navy Reserve Recruiting Command consolidated on 1 October 2002, and are known as Navy Recruiting Command.

**000002. PURPOSE.** This manual is issued to promulgate policies and procedures for the guidance of personnel assigned to duties involving the procurement of Navy Officers, to establish the criteria for enlistment/commissioning, to establish procedures governing the processing of applicants, and to summarize recruiting support programs to be used in accomplishing the Active and Reserve Component officer recruiting mission.

**000003. STATUS**

a. The policies and procedures in this manual apply to Navy Recruiting Headquarters, subordinate recruiting and training commands, field commanders, staff and personnel who are authorized to recruit for the U.S. Navy.

b. Any deviation from the instructions in this manual must be authorized by Commander, Navy Recruiting Command.

**000004. RESPONSIBILITY.** The Commander, Navy Recruiting Command is responsible for the accuracy, currency, modification, and distribution of this Manual. NAVCRUITCOM staff and field commanders are responsible for the timely entry of changes and the physical maintenance of copies of this manual.

**000005. ORGANIZATION**

a. This manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

b. Paragraph numbering is based on six digits. The first two digits indicates the chapter; the next two digits, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g., 010302d.(2)(d) refers to chapter 1, section 3, general major paragraph number 02, subparagraph d.(2)(d).



c. Pages are numbered in separate series by chapter and section, e.g., the fifth page of Chapter 1, Section 3 is shown as:

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**000006. CHANGES.** NAVCRUITCOM will publish changes to this manual per established criteria. Such changes are numbered consecutively. Record receipt and entry of such changes on the page provided for that purpose. Paragraphs and text that have been revised or added as a result of a change will appear highlighted.

**000007. RECRUITING FORMS AND DOCUMENTS.** Forms and documents necessary for the processing of Navy applicants for Active and Reserve Component enlistment/commissioning that do not appear in this manual can be located on the NAVCRUITCOM Quarterdeck Website.